

**Person Specification**

**Job Title: District Secretary for Administration and Compliance**

	Essential	Desirable	Method of Assessment
<b>Education &amp; Training</b>			
Degree level qualification in a relevant discipline (such as public administration), and/or a professional qualification in either finance, human resources, management, or property, and/or an equivalent extended level of practical experience.	X		Q
Evidence of continued professional development	X		Q A I
<b>Proven Ability</b>			
Experience of working in the administration of a company, charity, or other legally recognised entity, and working effectively with internal and external stakeholders and bodies.	X		A I
Excellent communication through written and spoken English.	X		A I
Highly competent in administration, and efficient in the use of IT.	X		A I
A developed understanding of financial management.	X		A I
A capacity to form effective working partnerships and relationships with people from diverse backgrounds, enthusiasm for collaborative team working, and a commitment to fostering positive ways of working.	X		A I
Ability to facilitate individuals and groups to achieve common purposes and necessary tasks, in a supportive yet focused manner.	X		
Experience of providing sensitive and effective line management.	X		A I
Ability to learn and grasp the detail of protocols and systems quickly and efficiently.	X		A I
<b>Special Knowledge &amp; Skills</b>			
Significant understanding of charity compliance issues and commitment to ensuring compliance.	X		A I
Understanding of Methodist Church governance.		X	A I

Understanding of and commitment to excellent safeguarding practice, and ability to provide robust and independent-minded leadership in safeguarding.	X		A I
General awareness of some of the issues and principles involved in conflict resolution, data protection, finance, human resources/lay employment, and property.	X		A I
Specialist knowledge and experience in one of the following areas: finance, human resources/lay employment, management OR property.		X	A I
<b>Any Other Requirements</b>			
Member of the Methodist Church in Britain, or a <a href="#">member church of CTBI</a> or a similarly recognised national ecumenical body.	X		A Q
In sympathy with, and able to work fully within, the aims, purposes and policies of the Methodist Church.	X		A I
An Occupational Requirement exists for the postholder to be a Christian in accordance with the Equality Act 2010.	X		A I
Commitment to personal learning and development.	X		A I
Commitment to principles of Equality, Diversity and Inclusion.	X		A I
Understanding of the Methodist Church <i>Justice, Dignity and Solidarity</i> policy.		X	A I

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)  
*(We reserve the right to assess any other aspects of the role in a format not previously described)*